



The City of Torrance is accepting applications for

Community Services Leader IV (Early Childhood Education)

\$21.78—\$24.03 per hour

The Early Childhood Education (ECE) program is seeking a responsible and enthusiastic Community Services Leader IV to assist and support the supervisor with the overall management of the ECE program in order to promote the development of each child's physical, social, emotional, and cognitive development in a safe and nurturing environment.

EXAMPLES OF DUTIES

- Assists in recruitment and the orientation of new staff members.
- Observation and evaluation of classrooms and teaching staff.
- Provide support and resources for teaching staff on program development; assist in guiding and supervising teaching staff through the process of communicating sensitive issues to parents.
- Interfaces with the public and other personnel.
- Maintain confidentiality about issues regarding staff members, children, and families.
- Serve as a resource for families offering articles, and community contacts.
- Adhere to and ensure that all staff understand and follow all health, safety, and emergency care protocol and sanitation guidelines.
- Inspects facility and equipment to identify and report needed repairs for the safety of participants. Maintains inventory of equipment and supplies; informs supervisor when purchases are necessary.
- Work on marketing to increase and maintain enrollment in the Early Childhood Education Program.
- Performs related duties as required.

SPECIAL REQUIREMENTS

Work is typically performed at indoor and outdoor program sites in seasonal weather conditions. Frequently lift, move or hold children with range of weight from 30 to 50 pounds (on occasion for a child weighing more than 50 pounds). Demonstrates a full range of motion to lift, reach, squat, climb, sit or otherwise full participate in activities. Work irregular hours, or weekends as required.

QUALIFICATION GUIDELINES

Ideal Candidate:

- Must be at least 21 years of age;
- A minimum of two years of verifiable teaching experience AND two years of supervision of staff experience. (*Babysitting/nanny experience cannot be substituted*);
- Preferred educational requirements include a related degree in Child Development, Early Childhood Education, Child and Family Studies or related field; Child Care Certificate or Credentials;
- Must possess a valid California Class C Driver's License.
- Must be willing to obtain CPR and First Aid Certifications within 3 months of employment.

Knowledge of:

- Basic Community Services activities and their rules and regulations.
- City, Department and Program mission, including strategic goals and objectives.
- Community services equipment and supplies;
- Ages and stages of development. Demonstrate flexibility and openness to new ideas in Early Childhood Education practices and develop implementation plans ;

Ability to:

- Lead and direct staff in implementing a developmentally appropriate curriculum;
- Enforce program policies, procedures, rules and regulations;
- Follow written and oral instructions as well as communicate effectively both orally and in writing;
- Manage multiple priorities and complete assigned tasks in a timely manner;
- Establish and maintain effective working relationships with the public and with other personnel.

INTERESTED?

Interested applicants must submit an online City and Supplemental Application available at www.TorranceCA.Gov/Jobs/.
The application filing period closes Thursday, May 26, 2016 at 5:30 p.m. Only those candidates whose experience best meets the needs of the City and the Department will be invited to participate in an oral interview.

Oral Interviews are tentatively scheduled for the week of June 6, 2016.

For additional information about the position, please contact Patti Goldenson, Recreation Supervisor at PGoldenson@TorranceCA.Gov or (310) 781-7517.

Special Notes: A candidate must successfully complete the following before being hired: medical exam, fingerprinting and a TB test.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

CITY OF TORRANCE
COMMUNITY SERVICES LEADER IV
(EARLY CHILDHOOD EDUCATION)
JC16050024
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire form must be completed ONLINE and submitted along with the ONLINE City Application.

1. Do you possess a college degree or a Child Care Certificate/Credentials?

☐ Yes ☐ No

2. If yes, what is your level of completed education and your major field of study? (Select all that apply)

<input type="checkbox"/> Master's Degree	Major Field of Study: _____
<input type="checkbox"/> Bachelor's Degree	Major Field of Study: _____
<input type="checkbox"/> Associate's Degree	Major Field of Study: _____
<input type="checkbox"/> Child Care Certificate/Credentials	Major Field of Study: _____

3. Do you possess a valid California Class C Driver's License?

☐ Yes ☐ No

4. Describe your experience in program management. Please include the type of program you managed, how long you managed it and what your duties and responsibilities were?
5. Describe your leadership experience. Please include any experience you have supervising staff and/or volunteers who worked directly for you such as how many you supervised, for how long and what type of work they performed for you?
6. List five ways that you would market the Early Childhood Education program.